

**OFFICE OF SECRETARY OF STATE**  
**STATUTORY DOCUMENTS SECTION**

Request Form for an Official Certificate or Apostille

**FROM**

(Print or type your name and address)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

\_\_\_\_\_

E-mail Address \_\_\_\_\_

Please provide the following information. Complete one form per document being submitted.  
**You must also enclose the document with this request.** Requests received without the document will be rejected.

Type of document: \_\_\_\_\_

Document issued by: \_\_\_\_\_

Country where the document is to  
be filed: \_\_\_\_\_

Fee amount enclosed (\$10.00 per certificate/Apostille): \_\_\_\_\_

An appropriately sized self-addressed, stamped envelope or pre-paid overnight envelope/airbill for return of documents.

When requesting two or more certificates/Apostilles, please remit one payment for the total amount. Payment should be in favor of the Secretary of State. If paying by credit card, include Form #2101 (Card Payment Form). Mail your request to:

P. O. Box 12887 Austin, Texas 78711	Texas Secretary of State Statutory Documents Section  or	1019 Brazos Street Austin, Texas 78701
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**In-Person Service**

1019 Brazos, Room 214  
**Hours:** 8:00 a.m. – 4:30 p.m. Monday – Friday (call for holiday hours)

Processing time is dependent on the number of in-person customers  
and the number of documents they have.